



## DEPARTMENT OF THE ARMY

HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
FORT MONROE, VIRGINIA 23651-5000

REPLY TO  
ATTENTION OF

ATTG-CF

19 June 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum - Distance Learning (DL) Digital Training Facility (DTF) Use by Colleges and Universities

### 1. References

a. Headquarters Department of the Army Policy Message: DA Washington DC/DAMO-TR, dated 041405Z DEC 00, Subject: Implementation of The Army Distance Learning Program.

b. DL DTF Manager and DTF, Standing Operating Procedures, dated 1 Feb 01.

2. The purpose of this policy memorandum is to provide information and guidance governing the use of DTFs by colleges and universities providing college-level courses and degree-oriented training to soldiers and Department of the Army Civilians.

3. The U.S. Army Training and Doctrine Command (TRADOC) will support use of the DTFs by colleges and universities in providing college-level courses and degree-oriented training to soldiers and Department of the Army Civilians (DAC). Headquarters, Department of the Army and TRADOC have established priorities for conducting and scheduling training in DL DTFs in reference a. above. These priorities are:

- First priority for all components will be mission immediate training required for mobilization, activation, deployment, or other critical, time-sensitive requirements.

- Second priority is HQDA directed/quota managed training. Within components, the priority is:

Reserve Component:

- (a) MOS reclassification courses
- (b) NCOES/OES/WOES courses

Active Component:

ATTG-CF

SUBJECT: Policy Memorandum - Distance Learning (DL) Digital Training Facility (DTF) Use by Colleges and Universities

- (a) NCOES/OES/WOES courses.
- (b) ASI and SQI courses.
- (c) MOS reclassification courses.

- Third priority is ASI/SQI courses (Reserve Components) and DOD civilian training.

- Fourth priority is functional training courses (all components).

- Fifth priority is self-development courses (all components). Self-development training includes both self-motivated training (i.e., training which an individual voluntarily undertakes at his or her own initiative) and directed training (i.e., training which an individual is required to take to improve individual or unit readiness, develop supporting technical skills, maintain proficiency, or ensure knowledge and understanding of a policy, program, or system). Self-motivated training includes formal Army courses (or portions thereof) that may be taken as stand-alone training by individuals at their own volition, adult education and college courses available through the Army Continuing Education System (ACES) and the Army University Access Online (AUAO) program, and any other training available through the DL DTF classroom system. Directed self-development training will have a higher priority within this category than non-directed (i.e., self-motivated) self-development training.)

- Sixth priority is training courses provided to civilian communities, in ARNG facilities, under the National Guard Bureau concept of shared use.

4. IAW Para. 3 above, non-directed college courses or degree-oriented training are designated self-motivated training and will have lower priority within priority category 5 than directed self-development.

5. The Project Manager of The Army Distance Learning Program provides DL DTF Managers and operates the DL DTFs located on

ATTG-CF

SUBJECT: Policy Memorandum - Distance Learning (DL) Digital Training Facility (DTF) Use by Colleges and Universities

Active and Reserve Component sites. Duties of the DL DTF Managers are specified in reference b. above. Colleges and universities will be fully aware of and comply with established policy and operational procedures governing access and use of DL DTFs as stated in references a. and b.

6. All requests for scheduling and use of the DL DTFs by colleges and universities will be directed through the local Education Service Officers. The Education Service Officer must coordinate the use of the DTF with the local DL POC. The DL POC will obtain approval from TRADOC Program Integration Office, who will authorize direct coordination with PM TADLP. PM TADLP point of contact is the Chief, Operations and Sustainment Division, and contact phone numbers can be found at [www.tadlp.army.mil](http://www.tadlp.army.mil). It must be understood by all parties that Priorities 1-4 and priority 5 'directed self-development' training will have precedence for facility use. For any course that exceeds the established hours of the DTF, the installation/command must provide trained personnel or funding to accommodate the additional time for the course. The requesting authority for college/university use will be provided immediate notice when higher priority usage will require the rescheduling of planned college/university use. Due to mission-critical immediate training requirements, little or no "lead-time" for schedule changes may be possible. If alternative times are provided by the requestor and are available, the requestor will be notified of the new schedule."

7. Policy will be implemented immediately.

FOR THE COMMANDING GENERAL:



CHRISTOPHER J. Olson

COL, GS

TRADOC Program Integration Office  
for Distance Learning

DISTRIBUTION  
(CONT)

ATTG-CF

SUBJECT: Policy Memorandum - Distance Learning (DL) Digital  
Training Facility (DTF) Use by Colleges and Universities

DISTRIBUTION (CONT)

Headquarters, Department of the Army  
Deputy Chief of Staff for Operations and Plans, ATTN: DAMO-TR  
Deputy Chief of Staff for Personnel, ATTN:

Commanding General

U.S. Army Forces Command, ATTN: DCSOPS  
U.S. Army Europe, ATTN: 7ATC-DOT  
U.S. Army Pacific, ATTN: APOP  
Eighth U.S. Army, ATTN: EAG3TD  
U.S. Army South, ATTN: DCSOPS  
U.S. Army Materiel Command, ATTN: AMCPE-T  
U.S. Army Reserve Command, ATTN: DCSOPS-IT  
U.S. Total Army Personnel Command, ATTN:

Commander

U.S. Army Air Defense Artillery Center and School, ATTN: ATSA-  
MS-P/ATSA-TPT  
U.S. Army Aviation Center and Fort Rucker, ATTN: ATZQ-DPT-  
RT/ATZQ-TDI-ATZQ-RFM  
U.S. Army Maneuver Support Center, ATTN: DPTM  
U.S. Army Combined Arms Support Command, ATTN: ATCL-RM/ATCL-AO  
U.S. Army Field Artillery Center and Fort Sill, ATTN: ATZR-  
R/ATZR-RM  
U.S. Army Infantry Center and Fort Benning, ATTN: ATZB-TC-  
S3/ATZB-RRM/ATZB-PT  
U.S. Army Signal Center and Fort Gordon, ATTN: ATZH-DT/ATZH-  
DTM/ATZH-RMM  
U.S. Army Ordnance Center and School, ATTN: ATSL-DI/ATSL-  
DT/ATSL-RMO  
U.S. Army Soldier Support Center, ATTN: ATSG-DC/ATSG-TS/ATSG-  
TSM/ATZI-RM  
U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-  
TO/ATZS-TDM/ ATZS-RME  
U.S. Army John F. Kennedy Special Warfare Center and School,  
ATTN: AOJK-DT/AOJK-DTT-N/AOJK-RM-M  
U.S. Army Quartermaster Center and School, ATTN: ATSM-DTO/ATSM-  
SPT-T/ATSM-RM-O

(CONT)

ATTG-CF

SUBJECT: Policy Memorandum - Distance Learning (DL) Digital Training Facility (DTF) Use by Colleges and Universities

DISTRIBUTION (CONT)

U.S. Army Training Center and Fort Jackson, ATTN: ATZJ-DPTM/ATZJ-PTM-T/ATZJ-RM

U.S. Army Engineer Center and Fort Leonard Wood, ATTN: ATZA-DT-WR/ATZN-MP-T/ATZN-MPS

U.S. Army ROTC Cadet Command, ATTN: ATCC-SC/APTG-CS

U.S. Army Training Support Center, ATTN: ATIC-CO/ATIC-RM/ATIC-ITSD/ATIC-TIS

TASS Regions A-G

Commandant

Army Management Staff College, ATTN: TAPC-CPC-E

U.S. Army Military Police School, ATTN: ATZN-MP/ATZN-RMM

U.S. Army Chemical School, ATTN: ATZN-CM-FT/ATZN-CM-N

U.S. Army Field Artillery School, ATTN: ATSF-DM/ATSF-K/ ATSF-KCO/ATSF-ADR

U.S. Army Ordnance Missile and Munitions Center and School, ATTN: ATSK-CMT/ATSK-TT/ATSK-R

U.S. Army Chaplain Center and School, ATTN: ATSC-TD/ATSC-TD-OPS/ATSC-RM

U.S. Army Transportation School, ATTN: ATSP-TI-O/ATSP-QAT/ATSP-TIO/ATZF-RMA-T/ATSZ-NOA-T

U.S. Army Command and General Staff College, ATTN: ATZL-SWD-CA/ATZL-SWO-CA/ATZL-SWS-RMD

U.S. Army Armor School, ATTN: ATSB-POP/ATZK-RMD/ATSB-DAS/ATZK-PYO-F

U.S. Army School of the Americas, ATTN: ATZL-SA-DOTD-CDD

Defense Language Institute, Foreign Language Center, ATTN; ATFL-OPP-S/ATFL-OPP/ATZR-DRM

Defense Language Institute, Foreign Language Center, Washington Office, ATTN: ATFL-W

U.S. Army Warrant Officer Career Center, ATTN: ATSS-D/ATSS-S-C

U.S. Army Element School of Music, Naval Amphibious Base, ATTN: ATFG-SN-TL/ATSG-SM-SS

U.S. Army Sergeants Major Academy, ATTN: ATSS-D/ATSS-S-C

U.S. Army Logistics Management College, ATTN: ATSZ-A/ATSZ-RM

Assistant Commandant

U.S. Army Aviation Logistics School, ATTN: ATSQ-LTD-M/ATSQ-LAC (CONT)

ATTG-CF

SUBJECT: Policy Memorandum - Distance Learning (DL) Digital  
Training Facility (DTF) Use by Colleges and Universities

DISTRIBUTION (CONT)

U.S. Army Intelligence School, ATTN: ATSI-ETD-PM/ATSI-ERM  
Defense Language Institute, Foreign Language Center, Arlington  
Office

Dean  
School of Military Packaging Technology, ATTN: ATSZ-MPA

Chief  
National Guard Bureau  
Army Reserves

Program Manager  
The Army Distance Learning Program

COPY TO:  
Commanding General  
U.S. Army Medical Department and School, ATTN: MCCS-HL

Commandant  
The Judge Advocate General's School, U.S. Army, ATTN: Academic  
Department/Training Development Department